

FY 2015 Special Cost Studies Workpapers Special Services (Public Portion) USPS-FY15-28

I. PREFACE

USPS-FY15-28 documents the unit cost estimates for selected domestic Special Services, supplementing the cost information provided in USPS-FY15-1. These cost studies include:

Address Management Services, Caller Service, Certificate of Mailing, Change of Address Credit Card Authentication (Public Portion), Correction of Mailing Lists, Insurance, Money Order Inquiry, Periodicals Applications, Philatelic Sales, P.O. Box Key Replacement and Lock Changes, Restricted Delivery, Return Receipt, Signature Confirmation (Public Portion), Stamped Cards, Stamped Envelopes Transportation, Stamped Envelopes (Personalized Stamped Envelope Shipping Costs), Stamp Fulfillment Services (Handling), USPS Tracking, and ZIP Coding of Mailing Lists.

B. Predecessor Documents

USPS-FY14-28

C. Methodology

USPS-FY15-28 relies on the Postal Regulatory Commission (PRC) cost methodology based on USPS-FY14-28.

D. Input/ Output

Generally, these cost studies use inputs from USPS-FY15-1, USPS-FY15-2, USPS-FY15-5, USPS-FY15-7, USPS-FY15-8, USPS-FY15-24, and USPS-FY15-25.

1. Address Management Services

This cost study is contained in the EXCEL file "AMS2015.xlsx." It contains the cost models and cost sheets that are used to develop Address Management Services costs. A Direct Labor

Survey was conducted in FY15 to determine the number of hours spent by the employees and contractors for Address Management Services (AMS). Using the surveyed hours and appropriate wage rates, direct labor costs were calculated for FY15. The direct labor to total labor cost ratio is then calculated and applied to the total costs to derive AMS costs. The costs of AMS are reported in the D report (USPS-FY15-31).

2. Caller Service

This cost study is contained in the EXCEL file “Caller Service2015.xlsx.” It contains the cost models and cost sheets that are used to develop Caller Service costs.

3. Certificate of Mailing

This cost study is contained in the EXCEL file “Certificate of Mailing2015.xlsx.” It contains the cost models and cost sheets that are used to develop Certificate of Mailing costs.

4. Change of Address Credit Card Authentication (Public Portion)

This cost study is contained in the EXCEL file “CreditCardPub2015.xlsx.” It contains the cost models and cost sheets that are used to develop Change of Address Credit Card Authentication costs. The calculation in USPS-FY15-28 does not reflect the Revenue Agreement with Imagitas. As a result, the revenue and expense figures in USPS-FY15-28 cannot be used to calculate the cost coverage. The cost of Change of Address Credit Card Authentication is reported in the D report (USPS-FY15-31).

5. Correction of Mailing Lists

This cost study is contained in the EXCEL file “Correction_of_Mailing_Lists2015.xlsx.” It contains the cost models and cost sheets that are used to develop Correction of Mailing Lists costs.

6. Insurance

This cost study is contained in the EXCEL file “Insurance Costs2015.xlsx.” It contains the cost models and cost sheets that are used to disaggregate Insurance costs.

7. Money Order Inquiry

This cost study is contained in the EXCEL file “Money Order Inquiry and Float2015.xlsx.” The “Money Order Inquiry” sheet contains the cost models and cost sheets that are used to develop Money Order inquiry costs. The “ACTUAL TOTALS” sheet contains float information for money orders.

8. Periodicals Applications

This cost study is contained in the EXCEL file “Periodicals App Fee2015.xlsx.” It contains the cost models and cost sheets that are used to develop Periodicals Application costs.

9. Philatelic Sales

This cost study is contained in the EXCEL file “Philatelic Sales2015.xlsx.” It contains the cost models and cost sheets that are used to develop Stamp Fulfillment Services (Philatelic Products) costs. The cost of Stamp Fulfillment Services (Philatelic Products) is also reported in USPS-FY15-NP27.

10. P.O. Box Key Replacement and Lock Changes

This cost study is contained in the EXCEL file “PO_Boxes2015.xlsx.” It contains the cost models and cost sheets that are used to develop P.O. Box key replacement and lock change costs.

11. Restricted Delivery

This cost study is contained in the EXCEL file “Restricted Delivery2015.xlsx.” It contains the cost models and cost sheets that are used to develop Restricted Delivery costs.

12. Return Receipt

This cost study is contained in the EXCEL file “Return Receipt2015.xlsx.” It contains the cost models and cost sheets that are used to develop Return Receipt costs.

13. Signature Confirmation (Public Portion)

This cost study is contained in the EXCEL file “SigConPub-FY 2015.xlsx.” It contains the cost models and cost sheets that are used to develop Signature Confirmation costs.

14. Stamped Cards

This cost study is contained in the EXCEL file “Stamped Cards2015.xlsx.” It contains the cost models and cost sheets that are used to develop Stamped Card costs.

15. Stamped Envelopes Transportation

This cost study is contained in the EXCEL file “Stamped Envelopes2015.xlsx.” It contains the cost models and cost sheets that are used to develop Stamped Envelope costs.

16. Stamped Envelopes (Personalized Stamped Envelope Shipping Costs)

This cost study is contained in the EXCEL file “Stamped Envelopes PSES2015.xlsx.” It contains the cost models and cost sheets that are used to

develop Personalized Stamped Envelope shipping costs. The Personalized Stamped Envelope shipping costs are reported in the D report (USPS-FY15-31).

17. Stamp Fulfillment Services (Handling)

This cost study is contained in the EXCEL file “SFS Handling2015.xlsx.” It contains the cost models and cost sheets that are used to develop Stamp Fulfillment Services (Handling) costs. The cost of Stamp Fulfillment Services (Handling) is reported in the D report (USPS-FY15-31).

18. USPS Tracking

The EXCEL file “USPS TrackingPub-FY2015.xlsx.” contains the public portion of the cost model for USPS Tracking

19. ZIP Coding of Mailing Lists

This cost study is contained in the EXCEL file “Zip Coding of Mailing Lists2015.xlsx.” It contains the cost models and cost sheets that are used to develop ZIP Coding of Mailing Lists costs.